



Chapter 7

Excel 5.0 for Windows

Microsoft Excel 5.0 for Windows is a powerful spreadsheet program that lets you analyze data, keep lists, and perform calculations. Excel also offers presentation tools that help you create professional-looking charts of your data and results.

Accessing Excel

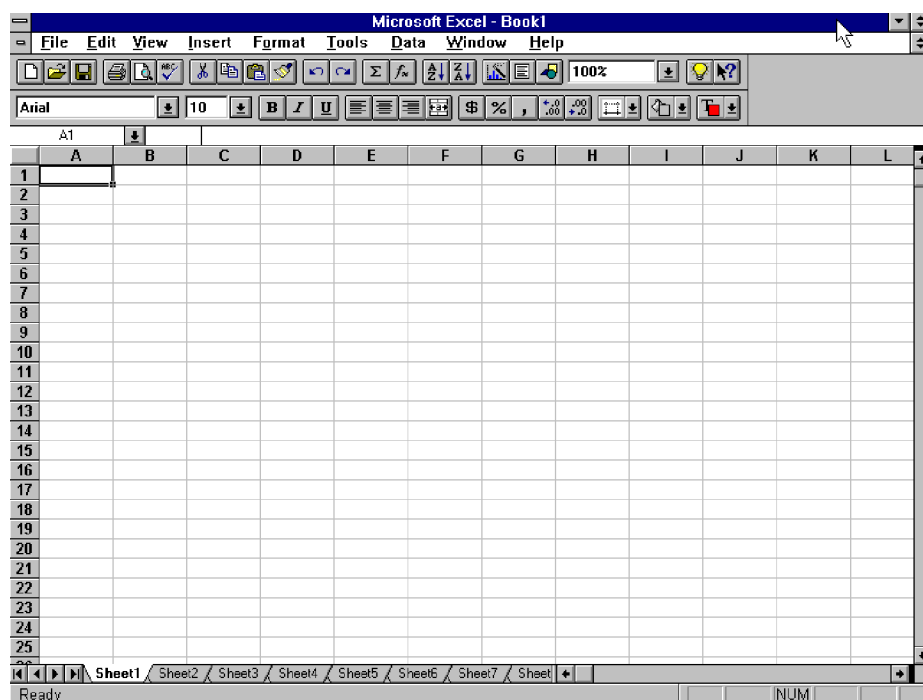
To access Excel from Program Manager:

1. Double-click on the Office Applications group icon.
2. Double-click on the Microsoft Excel program-item icon.



Excel opens a full-size window containing an untitled workbook.

Excel window



Exploring the Window

This section provides a brief description of each component in the Excel window.

The Title Bar

The title bar is located along the top of the Excel window and displays the name of the program and file.

The Menu Bar

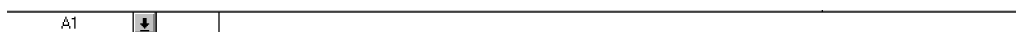
The menu bar is located just below the title bar and displays the menu names. The menus contain the commands used in Excel.

The Toolbar

Icon buttons on the toolbar allow you to perform Excel tasks quickly and efficiently. The Standard and Formatting toolbars appear below the menu bar when you open Excel. However, you can customize your window by selecting the toolbars and icon buttons that you want displayed. When you position the mouse pointer on a button, a ToolTip displays a description of the button, and the status bar explains what the button does.

The Formula Bar

The formula bar is located directly below the toolbar. It is used to enter and edit data and formulas in a workbook. The formula bar contains the Name drop-down list box, the Cancel and Enter buttons, the Function Wizard button, and the Contents box.



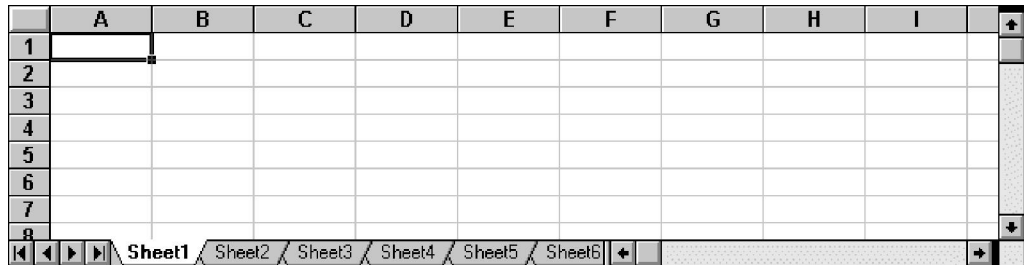
The Name box displays the address or name of the current selection. If names were defined for the current workbook, the box will drop down to display the list of names.



When you type data, the Contents box displays what was entered, and the Cancel, Enter, and Function Wizard buttons appear on the formula bar. The Cancel button deletes the entry, the Enter button accepts the data, and the Function Wizard button displays the Function Wizard dialog box.

The Workbook Window

A workbook is a file in which you store and manipulate data. Each workbook is made up of multiple worksheets, or spreadsheets. A single worksheet contains 256 columns and 16,384 rows. Column letters for each column appear at the top of the worksheet. Row numbers for each row appear on the left. Worksheet tabs at the bottom of the workbook window allow you to move between sheets.



The Status Bar

The status bar runs along the bottom of the Excel window. The left side of the status bar displays information about the current selection or the current activity in progress. The right side indicates whether a keyboard mode is turned on.

Selecting a Cell

The intersection of a column and a row is called a cell. Each cell has a unique address consisting of a column letter and a row number (e.g., A1). A rectangular highlight identifies the current cell.

To select a single cell:

1. Click on the cell that you want to select.

Selecting a Range

A range is a block of cells. Each range has an address consisting of the address of the first cell in the range, followed by two periods (..) and the address of the last cell in the range.

Range A1..C5				
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				

To select a range:

1. Move the mouse pointer to a cell, and drag across the worksheet.
2. Release the mouse button when the range you want is highlighted.

Entering a Number

Numeric entries can contain numbers or the following special characters:

Character






+
-
(
,
/
\$
.
E
e

To enter a number:

1. Click on the cell where you want to enter the number.
2. Type the number.
3. Click on the Enter button, or press ENTER to accept the entry.

When you enter a number, Excel automatically uses the General format.

4. To specify a different format, select the cell that you want to format, and click on a button on the Formatting toolbar:

Button	Action
	Applies the default Currency style.
	Applies the default Percent style.
	Applies the default Comma style.
	Adds a decimal place.
	Removes a decimal place.

Entering Text

Text entries can contain letters and numbers.

To enter text:

1. Click on the cell where you want to enter the text.
2. Type the text.
3. Click on the Enter button, or press ENTER to accept the data.

Entering a Formula

A formula is a worksheet entry that calculates data. You can write formulas to compute simple or complex mathematical calculations. A formula is made up of three basic parts:

Part	Description
Operands	Numeric values or text that the formula operates upon.
Operators logical do with	Mathematical symbols (+, -, *, /, ^, %), text characters, or characters (=, <, >, <>, >=, <=) that tell Excel what to do with the operands.
Separators	Characters, such as parentheses, that are used to combine

operations and multiple formulas into one formula.

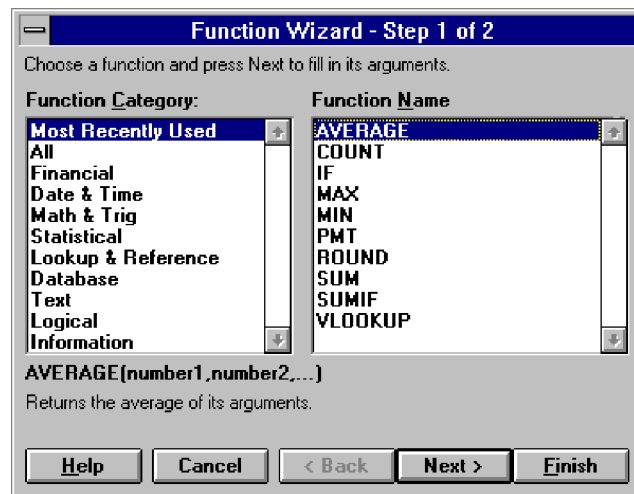
A function is a built-in formula that performs a specialized calculation, such as SUM and MAX. You can use Excel's Function Wizard to construct functions.

To enter a formula:

1. Click on the cell where you want to enter the formula.
2. Type the equal sign (=) to activate the formula bar.
3. Type the formula. Or click on the Function Wizard button, and follow the instructions that appear in the dialog boxes.



Function Wizard
dialog box



4. After you have completed the formula, press ENTER.
The result, not the formula, appears in the cell.

Editing Data

To edit data:

1. To edit in a cell, double-click on the cell that you want to edit. To edit in the Contents box, select the cell that you want to edit, and click the Contents box.
2. Position the insertion point (I) where you want to begin editing.
3. Edit the entry.
4. Click on the Enter button, or press ENTER to accept the entry.

Creating a Chart

Charts make you data more interesting and readable. Excel offers different types of charts and provides a ChartWizard that guides you through the charting process.

To create a chart:

1. Select the range or collection of data that you want to chart.
2. Click on the ChartWizard button, or choose Chart from the Insert menu.

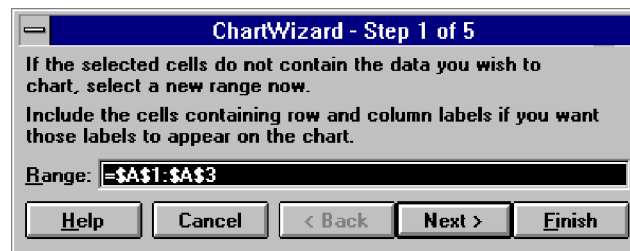


The mouse pointer will change when you move to the worksheet.

3. Move the mouse pointer to a cell, and drag across the worksheet.
4. Release the mouse button when the chart is the size that you want.

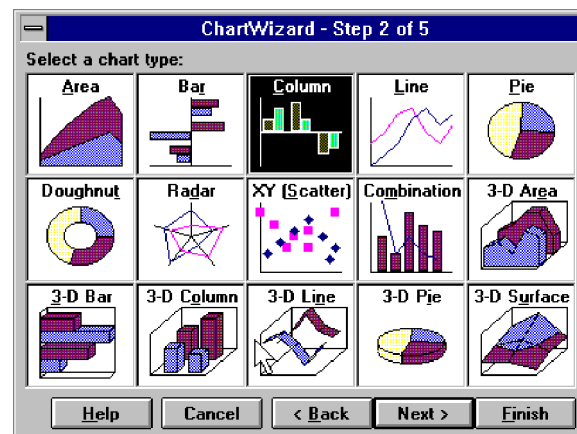
The first ChartWizard dialog box will appear.

ChartWizard - Step
1 of 5



5. If the selected cells do not contain the data you wish to chart, type the new range.
6. Click on the Next button, or press ENTER.

Another
box



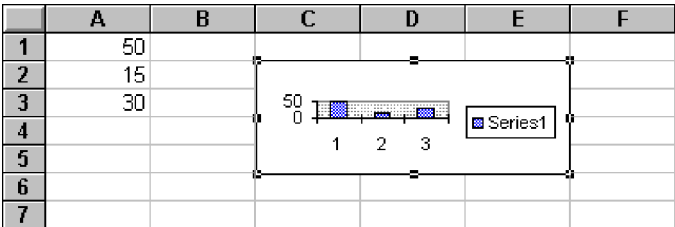
er ChartWizard dialog
will appear.

ChartWizard - Step
2 of 5

7. Click on a chart type button.
8. Click on the Next button to change the chart's format or settings.
9. Click on the Finish button when you are done.

The completed chart is displayed on your worksheet.

Column chart



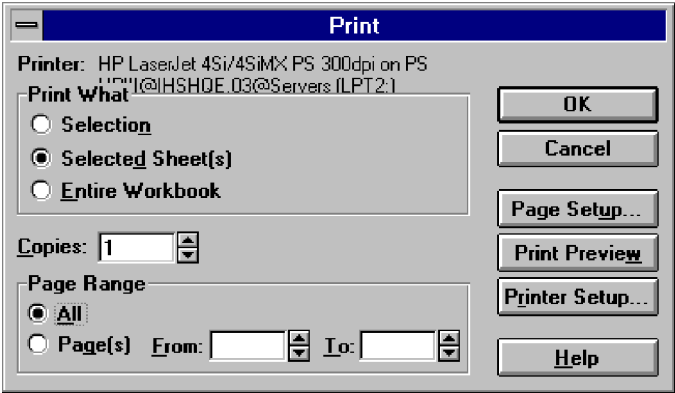
Printing

To print a file, worksheet, range, or chart:

1. Select the file, worksheet, range, or chart that you want to print.
2. Click on the Print button to print with the current settings, or choose Print from the File menu to change the printing options.

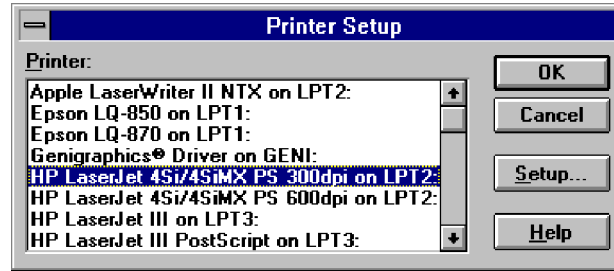


Print dialog box



3. To change the printer, click on the Printer Setup button.

Printer Setup dialog
box



4.

Double-click on a printer from the list box. Or select a printer, and click on the OK button.

You are returned to the Print dialog box.

5. Under Print What, click on an option:

Button	Action
Selection	Prints a specified section of your worksheet.
Selected Sheet(s)	Prints a specified sheet(s) in your workbook.
Entire Workbook	Prints the entire file.

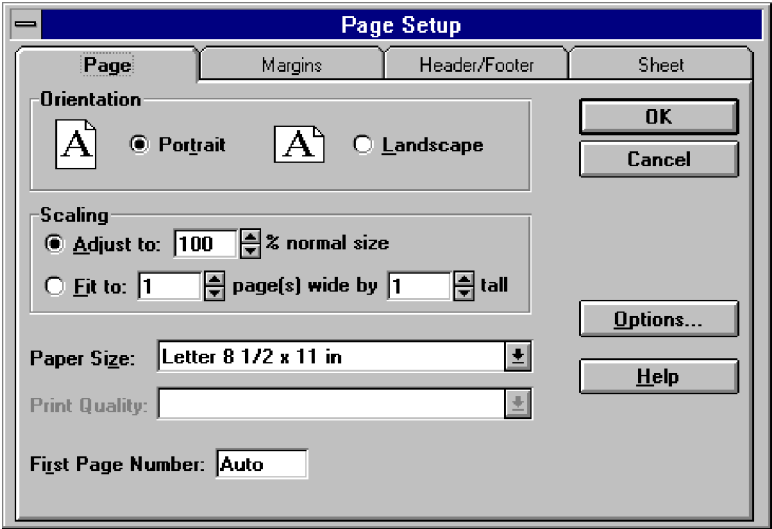
6. Specify the number of copies to print.

7. Under Page Range, click on an option:

Button	Action
All	Prints the entire page.
Page(s)	Prints the range specified in the text boxes.

8. To change the page setup, click on the Page Setup button.

Page Setup dialog box



9. Make the appropriate changes to the page setup.
10. Click on the OK button to return to the Print dialog box.
11. Click on the OK button to begin printing.

Saving a File

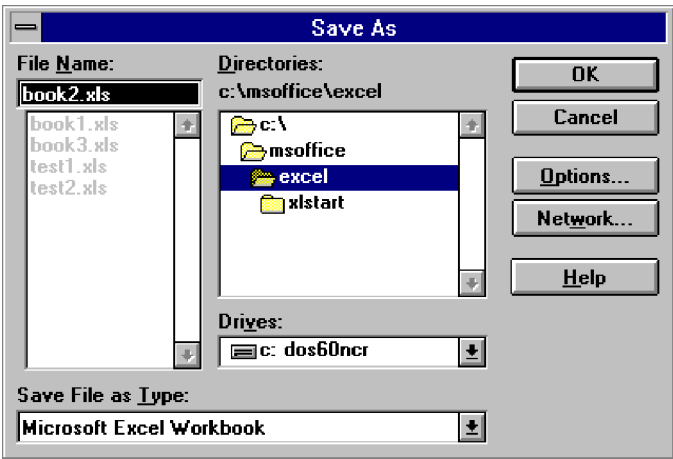
The data entered in your worksheet(s) is temporary until you save it. It is recommended that you save your file frequently, in case of a power failure or other accident. Once your file has been saved, it can be retrieved and opened at a later time.

To save a file:



1. Click on the Save button, or choose Save or Save As from the File menu.

If you the befor dialog appea



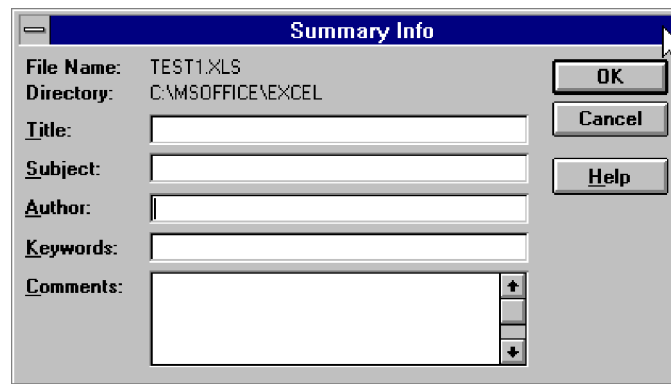
have not saved worksheet(s) e, the Save As box will r.

Save As dialog box

2. Type a new name in the File Name text box.
3. If necessary, select the drive and directory where you want to save the file.
4. Click on the OK button.

The Summary Info dialog box will appear.

Summary Info
dialog box



5. If you want, enter summary information about your file.
6. Click on the OK button.

Using the On-line Help

The on-line Help provides step-by-step instructions and reference information on Excel commands, dialog boxes, procedures, and messages.

Help functions can be accessed the following ways:

1. Choose a command from the Help menu:

Command	Action
Contents	Provides a list of Help topics available

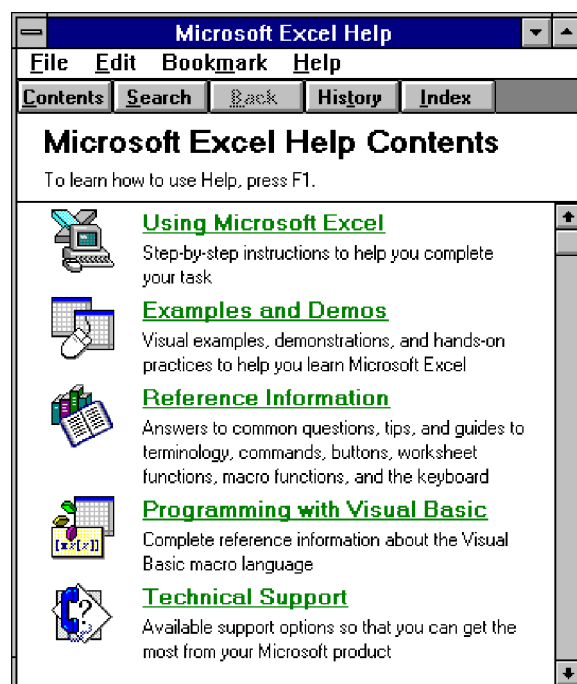
in	Excel.
Search for Help on	Allows you to search for information about a specific topic.
Index	Displays an index to information available in Help.
Quick Preview demonstrations	Allows you to view quick of Excel features.
Examples and Demos demonstrations of	Displays examples and Excel tasks.
Tip of the Day	Gives useful tips and shortcuts.
Lotus 1-2-3 demonstrations	Provides information and for Lotus 1-2-3 users.
Multiplan	Displays equivalent Multiplan commands.
Technical Support	Provides product support information.
About Microsoft Excel	Displays software and system information.

-OR-

1.

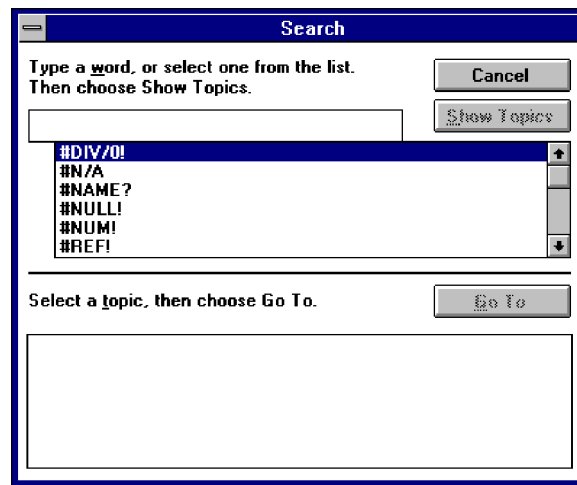
Press F1 on the keyboard.

Microsoft Excel Help
window

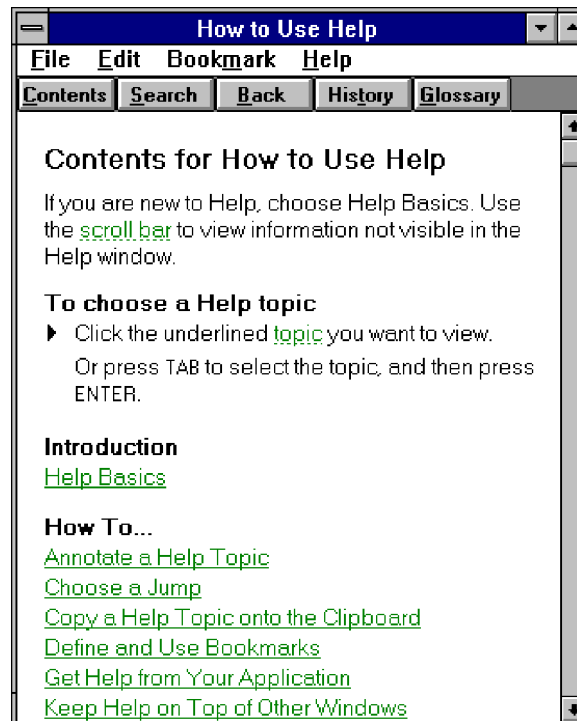


2. From the Microsoft Excel Help window, click on a topic from the Help Contents, click on the Search button, or press F1 to learn how to use Help.

Search dialog box



How to Use Help window



-OR-



1. Click on the Help button on the Standard toolbar.
2. When the mouse pointer changes to a question mark, click on an item in the Excel window to view information about the selected item.

-OR-

1. Click on the Help button in most dialog boxes to access specific information about the items in the dialog boxes.

Exiting Excel

Be sure to save your work before exiting Excel.

To exit Excel:

1. Double-click on the Control menu box, or choose Exit from the File menu.

Additional References

For additional information and instructions on how to use Excel 5.0 for Windows, obtain the following guide from your ADP Coordinator:

1. The *Microsoft Excel 5.0 User's Guide*, published by the Microsoft Corporation, is a useful reference manual that provides illustrations and step-by-step instructions.